

MINUTES OF THE REGULAR MEETING
CLARENDON HILLS PARK DISTRICT BOARD
COMMUNITY CENTER – 315 CHICAGO AVENUE
January 22, 2018 – 7:00 p.m.

The meeting was called to order at 7:01 p.m. by Vice President Austin.

The roll call was as follows:

Present: Austin, Callan, and Carlsen
Absent: Staab and Lithgow**

**Commissioner Lithgow entered the meeting at 7:50pm

Other Officials Present: Donald Scheltens, Executive Director
Kathleen Forzley, Secretary
Lee Howard, Treasurer
Michael Fletcher, Superintendent of Parks
Kelly Smith, Superintendent of Recreation
Jim Leppert, Construction Director, IPRM

Commissioner Callan made a motion to appoint Vice President Austin as President Pro Temp for the meeting. The motion was seconded by Commissioner Carlsen. The roll call was as follows:

Ayes: Callan, Carlsen, and Austin
Nays: None
Absent: Staab and Lithgow

Addresses from the Audience - None

Approval of consent agenda

President Pro Temp Austin informed the Board that they would be approving amended minutes from the Regular Meeting of December 18, 2017, as well as the payables. She inquired if anyone had any questions or comments. There being none, President Pro Temp Austin requested a motion to approve the consent agenda. Whereupon, on motion by Commissioner Carlsen, seconded by Commissioner Callan, the consent agenda was approved. The roll call was as follows:

Ayes: Carlsen, Callan, and Austin
Nays: None
Absent: Staab and Lithgow

Secretary Kathleen Forzley informed the Board that the minutes of the Public Hearing of June 26, 2017 had never been formally approved. She requested a motion for approval of the minutes. Whereupon, on motion by Commissioner Callan, seconded by Commissioner Carlsen, the minutes were approved. The roll call was as follows:

Ayes: Callan, Carlsen, and Austin
Nays: None
Absent: Staab and Lithgow

Committee Reports

Finance/Personnel Committee

President Pro Temp Austin asked Treasurer Lee Howard to present the 8-month Financial Statement to the Board. Mr. Howard informed the Board that this report shows the Park District is on target with the budget, with revenues in the general and recreation funds at 103% of the total budget. Commissioner Carlsen wanted to compliment the Board and the Park District leadership for keeping the Park District on good financial footing and making sure expenditures have been reasonable.

President Pro Temp Austin asked Treasurer Lee Howard to explain the proposals that were received for the Audit services for the next three years. Treasurer Howard informed the Board that at the end of a three-year cycle, the Park District will seek out RFP's (Request for Proposal) from auditing firms for the next three years. Governmental Accounting had requested RFP's from 3 auditing firms and received answers from two of them. Of the two companies that responded, Tighe, Kress and Orr came in with a proposal for \$10,000 for each of the next three years. Knutte & Associates' proposal was for \$10,750 for fiscal year 2018; \$11,000 for fiscal year 2019; and \$11,250 for fiscal year 2020. After discussion, Treasurer Lee Howard recommended that the Board retain Knutte & Associates for the next three years. He commented that Tighe, Kress and Orr were qualified, but at this time did not have any Park Districts in their portfolio, and Knutte had over thirty. The Board agreed. President Pro Temp Austin requested a motion to approve the Professional Services Agreement with Knutte and Associates. Whereupon, on motion by Commissioner Callan, seconded by Commissioner Carlsen, approval of the agreement passed. The roll call was as follows:

Ayes:	Callan, Carlsen, and Austin
Nays:	None
Absent:	Staab and Lithgow

Treasurer Lee Howard presented Ordinance 2018-01, an Ordinance Authorizing the Issuance of General Obligation Park Bonds (Alternate Revenue Source), in an Aggregate Principal Amount not to exceed \$2,250,000, to refund certain outstanding Debt Certificates of the District and provide for the payment of land condemned or purchased for parks, for the building; maintaining, improving, and protecting of the same and the existing land and facilities of the District, including the building of a Maintenance Garage, and for the payment of the expenses incident thereto. Treasurer Howard explained to the Board that in working with Commissioner Staab, this Park Bond would refinance the current existing debt, as well as pay for the construction of the Maintenance Garage in Prospect Park. This Ordinance will be published in the Doings and a BINA Public Hearing would be held on February 26, 2018 at 7:00pm to receive input from the public. After Board discussion, President Pro Temp Austin requested a motion to approve Ordinance 2018-01, Authorizing the Issuance of General Obligation Park Bonds. Whereupon, on motion by Commissioner Callan, seconded by Commissioner Carlsen, the Ordinance was approved. The roll call was as follows:

Ayes:	Callan, Carlsen, and Austin
Nays:	None
Absent::	Staab and Lithgow

Maintenance/Safety Committee

Commissioner Carlsen informed the Board that the new maintenance hire was working out very well. The new playground in Prospect Park was 99% complete and was waiting for the final inspection. It should be open to the public within the next 2 weeks.

President Pro Temp asked Jim Leppert, Construction Director, IPRM to give the Board an update on the Prospect Park Maintenance Operational Facility. Mr. Leppert informed the Board that 16 different bid packages were created, and the bids were due on February 13, 2018. There will be a pre-bid meeting on Thursday, January 25th at the current maintenance building. The bids should be ready for the March Board meeting for discussion and possible approval. Mr. Leppert was hoping to begin construction on April 1st; with completion in 4-5 months.

Mr. Leppert exited the meeting at 7:58p.m.

Recreation Committee

Commissioner Austin informed the Board that the new Recreation Supervisor, Michele Silver was hired and would be overseeing Adults, Teens, and Youth activities as well as marketing and Community Center Supervisor. Upcoming events include the Family Fun Nite on Saturday, February 3rd; the Senior Valentines Tea Party on Friday, February 9, as well as the Mommy and Son dance on Friday, February 9th. There will be a Teen Job Fair held on Friday, February 23rd at the Westmont Park District, for teens looking for summer employment. This job fair is a cooperative with 7 Park Districts.

Aquatics Committee

Commissioner Callan reported that Valerie Louthan, Aquatics Manager, is currently in the process of accepting applications from returning guards as well as new hires.

Commissioner Callan asked that per the previous meeting with the Hinsdale Pool staff, the Clarendon Hills Park District promote the Hinsdale Super Passes to hopefully generate more sales from Clarendon Hills residents.

President's Report

Executive Director Scheltens informed the Board that the March meeting may be moved up to the 12th; depending on the results of the bond sale. If the results were not complete, the meeting would be on March 19th as scheduled.

There being no further business to come before this meeting, it was, motion by Commissioner Carlsen, seconded by Commissioner Lithgow, adjourned at 8:14pm by voice vote.

Park Board Secretary
